

# HP LaserJet M3035mfp – E-mail



| How do I:                             | Steps to perform   |
|---------------------------------------|--|
| <b>1</b> E-mail a document.           | <ol style="list-style-type: none"><li>1. Place the document in the ADF or on the glass.</li><li>2. Touch <b>E-Mail</b>.</li><li>3. Touch <b>From</b>: and type your e-mail address. Your username might automatically appear in this field.</li><li>4. Touch <b>To</b>: and type the recipient's e-mail address.</li><li>5. Repeat step 4 for the CC: and BCC: fields, if desired.</li><li>6. Touch <b>Subject</b> and type a subject for the e-mail.</li><li>7. Touch <b>E-mail Settings</b> and select a file type and color setting.</li><li>8. Touch <b>Start</b>.</li></ol> |
| <b>2</b> Set E-mail settings.         | <ol style="list-style-type: none"><li>1. Touch <b>E-Mail</b>.</li><li>2. Touch <b>E-mail Settings</b>.</li><li>3. Select a color preference, either Color or Black &amp; White.</li><li>4. Select a file type, either PDF, TIFF, MTIFF (multiple TIFF), or JPEG.</li><li>5. Touch <b>OK</b>.</li><li>6. Touch <b>Start</b>.</li></ol>  |
| <b>3</b> Use the E-mail address book. | <ol style="list-style-type: none"><li>1. Touch <b>E-Mail</b>.</li><li>2. Touch <b>To</b>: and type the first letter of the recipient's e-mail address.</li><li>3. Touch the <b>Address Book</b> icon.</li><li>4. Scroll to the name you want.</li><li>5. Touch <b>Add</b>.</li><li>6. Repeat steps 4 and 5 for all recipients.</li><li>7. Touch <b>OK</b>.</li><li>8. Touch <b>Start</b>.</li></ol>  |



